All About ERIC

NLE 2001–4012

1–800–LET–ERIC
www.accesseric.org

Educational Resources Information Center
National Library of Education
Office of Educational Research and Improvement
U.S. Department of Education

ERIC MISSION, AUDIENCE, GOALS

Mission

The mission of the ERIC system is to improve American education by increasing and facilitating the use of educational research and information to improve practice in learning, teaching, educational decision making, and research, wherever and whenever these activities take place.

Audience

The ERIC audience includes teachers, professors, and librarians; school and college administrators, counselors, instructional media staff, and support personnel; educational researchers; educational policymakers at every level; students and nonformal learners at every age and level, including adult learners; parents; health and social services personnel and caregivers who support families, parents, students, and children; and the media and business communities as they relate to education.

Goals

Five years ago, the ERIC system established goals to provide easy, affordable access to ERIC bibliographic and full-text resources from every school, library, household, and point of educational decision making; expand ERIC's database and services to make useful information available to all categories of users; expand the ERIC information-synthesizing function to include a greater number and variety of publications and to use a greater variety of dissemination methods; deliver documents in various full-text electronic formats as well as in microfiche and paper forms; and further develop electronic access to ERIC, including the development of virtual libraries and Web sites.

The ERIC program recently commissioned five papers to collect and analyze research and information on the ERIC system in five areas: mission, structure, and resources; database and operational processes; technology; user services; and products and information dissemination. The authors of these papers, who are experts in their field, were asked to recommend changes to the ERIC system and to highlight important issues to be addressed in a forthcoming evaluation. The authors' recommendations and the results from the forthcoming evaluation will be used to formulate goals for the next phase of ERIC and to help ERIC meet current and future needs.

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All About

Educational Resources Information Center
National Library of Education
Office of Educational Research and Improvement
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What Is ERIC?

The **Educational Resources Information Center (ERIC)** is a federally funded, nationwide information network designed to provide you with ready access to education literature.

At the heart of ERIC is the largest education database in the world—containing more than 1 million bibliographic records of journal articles, research reports, curriculum and teaching guides, conference papers, and books. Each year approximately 32,000 new records are added.

ERIC is accessible to everyone who needs it: by mail, toll-free phone numbers, fax, e-mail, and the Internet. Thousands of libraries around the world offer access to the ERIC database, the ERIC microfiche collection, and various ERIC publications.

The ERIC system is part of the U.S. Department of Education's **National Library of Education** and consists of 16 subject-specific clearinghouses, 9 adjunct clearinghouses, 1 affiliate clearinghouse, and additional support components.

The **ERIC Clearinghouses** collect, abstract, and index education materials for the ERIC database; respond to requests for information in their subject areas; and produce special publications on current research, programs, and practices.

The **ERIC Processing and Reference Facility** is the technical hub of the ERIC system. It produces and maintains the ERIC database and support products for the ERIC system.

The **ERIC Document Reproduction Service (EDRS)** produces and sells electronic, paper, and microfiche copies of documents listed in the ERIC database.

ACCESS ERIC coordinates ERIC's outreach, dissemination, and marketing activities; develops systemwide ERIC publications; and provides general reference and referral services.

This publication will help you understand how you can use the resources available from ERIC to meet your needs.

Who Uses ERIC?

- **Teachers** use ERIC to find research and explore best practice ideas in areas such as teaching with technology, professional development, and lesson plans.
- **Students** use ERIC to gather information on education-related topics for graduate and undergraduate course requirements.
- **Principals** turn to ERIC for practical information on topics such as class size, school vouchers, school leadership, school safety, and whole-school reform.

- **Parents** use ERIC to get overviews of current issues that may affect their children's education, such as developmental issues, how to help children with school transition, and helping disabled or gifted children.

ERIC is also used by:

- Administrators
- School board members
- Researchers
- Professors
- Librarians and information specialists
- Journalists
- School psychologists, counselors, and other education professionals

A Word About the National Library of Education

ERIC is administered by the National Library of Education (NLE)—the largest federally funded library in the world devoted solely to education. NLE serves as the hub of a national network of libraries, archives, and other information providers in the field of education. NLE uses modern technology to link partners in diverse locations with the goal of creating a virtual library, serving as a one-stop information center for customers seeking high-quality education information.

As the federal government's main resource center for education information, NLE provides three types of services:

- Reference and referral
- Collection and technical services
- Resource sharing

The physical collection at NLE includes microfiche collections; CD-ROM databases; and a vast collection of printed resources, including more than 100,000 books and 850 periodical subscriptions. The services provided by NLE include a telephone reference service, specialized subject searches, electronic database search and retrieval, document delivery, bibliographic instruction, training services, interlibrary loans, legislative reference services, and selective information dissemination.

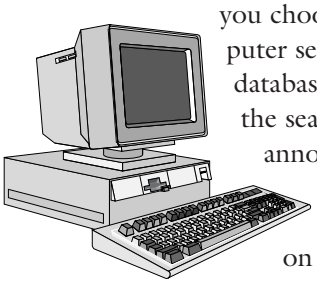
NLE is located in the main U.S. Department of Education building in Washington, D.C., near the Mall across from the Smithsonian's Air and Space Museum. This location provides convenient access for walk-in patrons.

For more information, contact NLE at:

National Library of Education
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202–5721
Toll Free: (800) 424–1616
Phone: (202) 205–5015
TTY: (202) 205–7561
Fax: (202) 401–0552
E-mail: library@ed.gov
Web: http://www.ed.gov/NLE

The ERIC Database

ERIC is the largest education database in the world—containing more than 1 million bibliographic records of journal articles, research reports, curriculum and teaching guides, conference papers, and books. Each year approximately 32,000 new records are added. The ERIC database is available in many formats (including printed indexes, CD-ROM, and online) at thousands of locations. Wherever you choose to run a computer search of the ERIC database, the result of the search will be an annotated bibliography of document and journal literature on your topic.



ERIC Documents

ERIC documents constitute about 40 percent of the ERIC database. Of the more than 440,000 ERIC document (ED) resumes in the database, 96 percent are research/technical reports, conference papers/speeches, project/program descriptions, opinion papers/essays, or teaching guides. More than 18,000 published books have been abstracted in ERIC. ERIC has arrangements with more than 2,300 organizations to receive their publications for the database.

These organizations include universities, research centers, state departments of education, professional associations, commercial publishers, and more than 25 federal departments and agencies. ERIC document resumes appear in the monthly issues of *Resources in Education (RIE),* available from the U.S. Government Printing Office, and in online and CD-ROM versions of the ERIC database. Figure 1 (see page 4) shows a typical ERIC document resume.

ERIC Journal Articles

Journal articles constitute about 60 percent of the ERIC database and currently total about 600,000. ERIC indexes more than 1,000 journals, some cover to cover and others on a more selective basis. ERIC Clearinghouses subscribe to journals within their scope of interest areas, select the articles to be listed in ERIC, catalog and index them, and write brief annotations. ERIC journal article resumes appear in the monthly issues of *Current Index to Journals in Education (CIJE),* published by Oryx Press, and in online and CD-ROM versions of the ERIC database. Figure 2 (see page 5) shows a typical ERIC journal article resume.

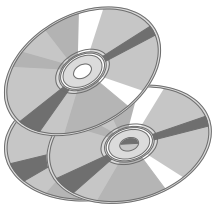


Figure 1

Sample ERIC Document Resume

ERIC Accession Number—identification number sequentially assigned to the document as it is processed.

ED 403 389 **CE 073 121** ← **Clearinghouse Accession Number**

Author(s) → *Harrington, Lois G. And Others*

Title → **Workplace Literacy Teacher Training: The Context.**

Report Number → Report No.—ISBN-0-0000-000-00

Institution—organization where document originated. → Lake County Coll., Grayslake, Ill.; Ohio State Univ., Columbus. Center on Education and Training for Employment.

Spons Agency—Office of Vocational and Adult Education(ED), Washington, DC. National Workplace Literacy Program. ← **Sponsoring Agency**—agency responsible for initiating, funding, and managing the research project.

Date Published → Pub Date—97

Contract or Grant Number → Contract—XOOXOOO

Note—113p.; For related documents, see CE 073 122-124. ← **Descriptive Note** (pagination first).

Available from—Publications, Center on Education and Training for Employment, 1900 Kenny Road, Columbus, OH 43210-1090 (order no. LT73A: $25; set of four packages, LT73: $90). ← **Alternative Source for Obtaining Document**

Pub. Type—Guides - Classroom - Teacher (052) ← **Publication Type**—broad categories indicating the form or organization of the document, as contrasted to its subject matter. The category name is followed by the category code.

ERIC Document Reproduction Service (EDRS) Availability—"MF" means microfiche; "PC" means reproduced paper copy. When described as "Document Not Available from EDRS," alternative sources are cited above. Prices are subject to change. For latest price code schedule see section on "How To Order ERIC Documents," in the most recent issue of *Resources in Education (RIE)* or call EDRS at 1–800–443–3742 for price information. → **EDRS Price – MF01/PC05 Plus Postage.**

Descriptors—Adult Basic Education, Adult Educators, Adult Students, Behavioral Objectives, *Educational Environment, Inservice Teacher Education, Instructional Materials, Learning Activities, Learning Modules, *Literacy Education, Needs Assessment, *Professional Development, Program Content, Program Design, Program Development, Self Evaluation (Individuals), *Student Characteristics, Teacher Characteristics, Teacher Competencies, *Teacher Qualifications, Teaching Guides, *Workplace Literacy ← **Major and Minor Descriptors**—subject terms found in the *Thesaurus of ERIC Descriptors* that characterize substantive content. Only the major terms (preceded by an asterisk) are printed in the Subject Index of *Resources in Education (RIE).*

Major and Minor Identifiers—terms found in the *Identifier Authority List* that characterize proper names or concepts not yet represented by descriptors. Only the major terms (preceded by an asterisk) are printed in the Subject Index of *Resources in Education (RIE).* → Identifiers—*Workplace Literacy Teacher Training

Abstract

These three learning guides comprise one of four packages in the Workplace Literacy Teacher Training series that provides information and skills necessary for the user to become a successful instructor in an effective workplace literacy program. The guides in this package look at the unique environment and culture involved in providing education and training to adults in a workplace. Each guide consists of these components: introduction, objectives, list of activities to help meet the objectives, readings followed by questions for reflection, application activity, evaluation guidelines, and annotated bibliography. The first guide focuses on the workplace and how to design workplace literacy programs to fit its specific needs. It explains how such programs differ from other literacy programs, presents examples, and identifies factors in the workplace that must be considered in developing an appropriate literacy program. The characteristics of learners in such programs are addressed in the second guide. It describes characteristics of adult learners, provides information on how to develop a learning environment appropriate for those characteristics, and presents instructional strategies for serving the wide range of individuals within the adult population. The third guide looks at the role of the instructor. It present the skills, qualities, and ethics of an effective workplace literacy instructor and helps the instructor analyze his or her readiness to assume the instructional role. (YLB) ← **Abstractor's Initials**

Note: The format of an ERIC Document resume will vary according to the source from which the database is accessed. The above format is from the printed index *Resources in Education (RIE).* The report number, contract number, and identifier fields will appear whenever applicable; they were added to this resume for illustrative purposes only.

Figure 2

Sample ERIC Journal Article Resume

ERIC Accession Number—identification number sequentially assigned to an article as it is processed.

EJ 546 384 **PS 526 742** ← **Clearinghouse Accession Number**

Article Title → **Children, Families and Change: International Perspectives. Preface to the Special Issue.**

Author(s) → Swadener, Elizabeth Blue; Bloch, Marianne N.

Journal Title → *Early Education and Development;* v8 n3 p207-18 ← **Volume No., Issue No., Pages**

Publication Date → Jul 1997

Major and Minor Descriptors—subject terms found in the *Thesaurus of ERIC Descriptors* that characterize substantive content. Only the major terms (preceded by an asterisk) are printed in the Subject Index of *Current Index to Journals in Education (CIJE).*

→ *Descriptors:* *Early Childhood Education; Child Development; *Foreign Countries; Cultural Differences; Trend Analysis; Comparative Analysis; Children; Family (Sociological Unit); Theories; *Research Needs; *Global Approach

Identifiers: Child Care Needs ← **Major and Minor Identifiers**—terms found in the *Identifier Authority List* that characterize proper names or concepts not yet represented by descriptors. Only the major terms (preceded by an asterisk) are printed in the Subject Index of *Current Index to Journals in Education (CIJE).*

Descriptive Note → *Note:* Special Issue Topic: "Children, Families, and Change: International Perspectives."

Annotation

Provides several contextual and theoretical frameworks through which to make connections between the articles in this special issue, which examine global trends affecting children and their families in rapidly changing environments. Discusses how cross-national perspectives on issues affecting children and their families are becoming increasingly relevant to the field of early childhood education. (EV)

Annotator's Initials

Note: The format of an ERIC journal article resume will vary according to the source from which the database is accessed. The above format is from the printed index *Current Index to Journals in Education (CIJE).*

Searching the ERIC Database

Where Can You Search ERIC?

You can search the ERIC database on the Internet and at more than 1,000 libraries and education resource centers around the world, or purchase a CD-ROM and search the database with your computer.

Internet

Several organizations provide public access to the ERIC database via the Internet. To locate ERIC-sponsored access to the ERIC database on the Internet, go to *http://www.accesseric.org*.

Libraries and Information Centers

The ERIC database is available at most university libraries, many public libraries, and other professional libraries and education resource centers—more than 1,000 of which are designated as ERIC resource collections. Most of these locations also have a substantial ERIC microfiche collection and microfiche reader-printers for making copies of ERIC documents, and many now offer access to electronic copies of ERIC documents. To locate the ERIC resource collection nearest you, contact any ERIC component or search the *Directory of ERIC Resource Collections* at *http://oeri4.ed.gov/BASISDB/EROD/eric/SF*.

CD-ROM Products

CD-ROMs of the ERIC database are available for purchase from several vendors, in most cases in both PC and Macintosh versions (see page 28 for a list of vendors). If you frequently need to search education literature and would like a sophisticated search engine available anytime you need it, CD-ROMs may be worth considering.

Tips on Searching the ERIC Database

Use the Thesaurus of ERIC Descriptors

Locations that offer ERIC searches should have reference copies of the *Thesaurus of ERIC Descriptors,* and some search systems allow online access to the *Thesaurus* while running your search. Each of the more than 1 million abstracts of articles and documents in the ERIC database has been assigned subject indexing terms called *descriptors.* Before you run an ERIC search, it is important to take a few minutes to find the ERIC descriptors that best capture your topic. For example, articles and documents about the development of children's social skills are likely to be indexed under the ERIC descriptors *interpersonal competence* or *social development.* The ERIC descriptor for children at risk is *at risk persons.* When you search for information about high school students, you can use the descriptor *high school students,* but you might miss a lot of material if you do not also use the descriptor *secondary education*.

Plan Your Search Strategy

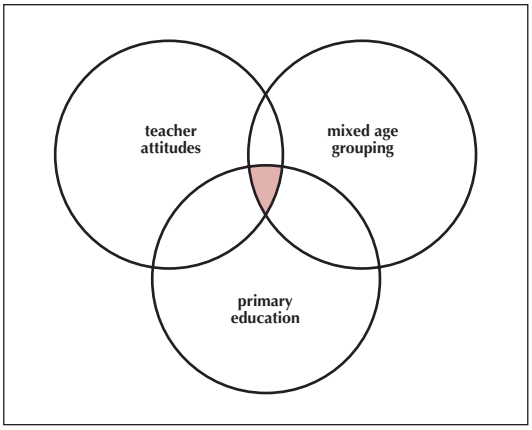
To plan your ERIC search, follow these steps:

1. Write the topic in your own words.
2. Divide the topic into major concepts.
3. Use the *Thesaurus of ERIC Descriptors* to locate the appropriate subject descriptors for each concept of the topic.

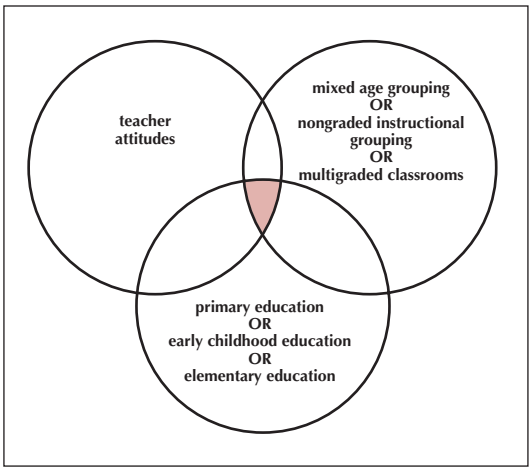
Although the software used to search ERIC will depend on which system is used, all searching is based on Boolean logic: The computer creates sets of information based on the way you tell it to combine subject terms. For example, to find out about teachers' attitudes toward multiage grouping of primary age students, you could use the *Thesaurus* to find these subject descriptors:

teacher attitudes
mixed age grouping
primary education

If you want to find records that are indexed under *all three* of these concepts, use the "AND" command. This tells the computer to find the intersection of the three concept sets. A Boolean diagram shows how this works:



If *more* information on this topic is needed, use the *Thesaurus* to locate additional relevant descriptors and add them to your concept sets by using the "OR" operator. When the "OR" command is used, documents and articles indexed with either descriptor are searched and combined in a set:



You can use the blank ERIC Search Worksheet on page 29 to plan your next ERIC search.

For help locating the best place for you to search ERIC, call 1–800–LET–ERIC. If you need help planning your search strategy, call the ERIC Clearinghouse that covers your topic of interest (see the ERIC System Directory on pages 18–24 for a list of clearinghouse phone numbers).

Search Strategy: What To Do…

…If You Get Too Much Information

You can limit your search by:

- **Narrowing the dates of publication.** For example, you could request only those documents published in the past two years.
- **Limiting to major descriptors.** Most search systems allow you to target those descriptors that capture the main focus of the document.
- **Specifying publication or document type.** For example, you could limit the search to research reports or program descriptions.

…If You Get Too Little Information

You can expand your search by:

- **Adding more descriptors for each concept.** Look at the records retrieved in your search to determine additional relevant indexing terms.
- **Calling an ERIC Clearinghouse for advice.** Clearinghouse staff process and index the articles and documents and can often help you select terms to ensure that you find what you're looking for.

How Can You Get Copies of ERIC Documents and Journal Articles?

ERIC Documents

Approximately 92 percent of the abstracted documents (those with "ED" numbers) are available in paper copy or microfiche from the ERIC Document Reproduction Service (EDRS). You may order ERIC documents by toll-free phone (1–800–443–ERIC), fax, e-mail, mail, or electronically through the EDRS Web site at *http://www.edrs.com*. About 80 percent of ERIC documents from 1993 to the present are available by electronic delivery through the EDRS Web site. Libraries and research institutions can offer their patrons access to full-text copies of ERIC documents online through E*Subscribe, EDRS's electronic document subscription service. Check your favorite library for this service. (See Online ERIC Document Delivery and Subscription Service on page 14 for more information on electronic document delivery.)

You can read ERIC documents on microfiche for free at many libraries. Many of these libraries have microfiche printers so you can copy pages from the documents. To find a library that has ERIC microfiche, call any ERIC component for a referral from the *Directory of ERIC Resource Collections* or search the *Directory* online at *http://oeri4.ed.gov/BASISDB/EROD/eric/SF.*

ERIC Journal Articles

ERIC records with an "EJ" followed by six digits are annotations of journal articles. The actual articles can be found in library periodical collections, through interlibrary loan, or from the article reprint companies listed below.

Ingenta
44 Brattle Street, 4th Floor
Cambridge, MA 02138
Toll Free: (800) 296–2221
Phone: (617) 395–4000
Fax: (617) 395–4099
E-mail: ushelp@ingenta.com
Web: http://www.ingenta.com

Institute for Scientific Information (ISI)
3501 Market Street
Philadelphia, PA 19104
Toll Free: (800) 336–4474
Phone: (215) 386–0100
Fax: (215) 386–1125
E-mail: help@isinet.com
Web: http://www.isinet.com

To obtain articles from journals that do not permit reprints and are not available from your library, write directly to the publisher of the journal. You can find addresses of journal publishers in the Source Journal Database on the Oryx Press Web site at *http://www.oryxpress.com/cije.htm* or in many libraries in the front of each issue of *Current Index to Journals in Education (CIJE)*. You can also call any ERIC component for this information.

How Can You Contribute to the ERIC Database?

Consider sharing your work with others by submitting it to ERIC. If you have recently authored a research report, program description or evaluation, literature review, teaching guide, conference paper, or other education-related work, you can make it permanently available and accessible to others through ERIC.

Inclusion of submitted documents in the ERIC database is not automatic. All documents submitted to ERIC are evaluated by subject experts according to the following criteria: education-relatedness, legibility, reproducibility, and quality of content (for example, contribution to knowledge, significance, relevance, innovativeness, effectiveness of presentation, thoroughness of reporting, relation to current priorities, timeliness, authority of source, intended audience, and comprehensiveness).

Organizations that want to sell copies of their original documents can have this information (together with address and price information) listed in the ERIC bibliographic record. Studies have shown that availability from ERIC does not reduce sales from the original source because purchasers prefer original documents over reproductions from microfiche. After the document is sold out at the original source, it will still be available through the ERIC Document Reproduction Service (EDRS) if permission to reproduce it has been granted to ERIC.

To submit your document, send ERIC one legible copy of your report, speech, paper, or other education-related work to be considered (laser-printer quality; no diskettes) and a completed Reproduction Release Form. The Reproduction Release Form grants ERIC permission to reproduce and disseminate the document, but it does not preclude your selling the document or having it published. The form is available from any ERIC Clearinghouse or online at *http://ericfac.piccard.csc.com/submitting.html#errp*.

You may send your document to the clearinghouse that covers your topic (see the ERIC System Directory on pages 18–24). If you do not know which clearinghouse is appropriate, or if you have questions about submitting your work, call the ERIC Processing and Reference Facility at 1–800–799–ERIC or see page 24 for contact information.

ERIC Partners

ERIC has established more than 650 dynamic, mutually beneficial partnerships with institutions and organizations involved in collecting and disseminating information to the education community. ERIC Partners include, but are not limited to, associations, government agencies, federally funded programs, universities, research firms, private corporations, and libraries.

ERIC Partner organizations have agreed to promote ERIC, disseminate ERIC information through newsletters and journals, enhance the ERIC database through the addition of documents, and encourage joint projects such as workshops and conferences. In turn, these organizations enjoy special benefits from ERIC, such as VIP handling of their information requests, free or discounted ERIC publications, advance notice of materials distributed by the ERIC system, and technical assistance and support. By coordinating efforts with public and private Partners, ERIC is able to provide enhanced products and services at no additional cost to the government or taxpayers.

Agencies or organizations that are interested in education and are willing to distribute ERIC information may become partners by contacting ACCESS ERIC or the ERIC Clearinghouse that most closely reflects their interests.

ERIC Publications and Products

Clearinghouse Publications

ERIC Clearinghouses analyze and synthesize literature in their areas of expertise and create research reviews, bibliographies, state-of-the-art studies, interpretive studies of high-interest topics, digests, and other publications to meet the information needs of a wide spectrum of ERIC users.

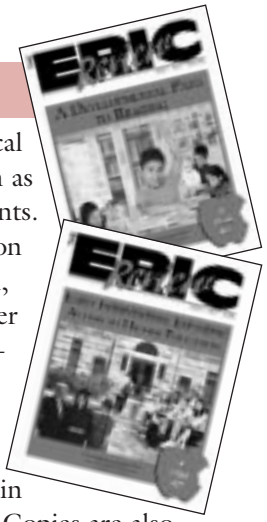
Each year, the clearinghouses produce approximately 660 publications. These publications are noteworthy for the collaborative ways in which they are produced, the extensive networks through which they are distributed, and the attention they receive from the field. Many publications are the result of partnerships between ERIC Clearinghouses and professional associations, private publishers, academic institutions, and other organizations.

To find out more about ERIC Clearinghouse publications, contact the clearinghouses or check their Web sites (see the ERIC System Directory on pages 18–24).

ERIC Digests

Each year, ERIC Clearinghouses produce approximately 160 ERIC Digests. These popular, two-page research syntheses provide brief overviews of current education issues. Digest topics are determined largely by the questions most frequently asked of the 16 subject-oriented ERIC Clearinghouses. Digests are frequently in question-and-answer format and always include a list of additional resources. For information on ordering paper copies, call 1–800–LET–ERIC. The complete text of more than 2,200 Digests can be found in the online and CD-ROM versions of the ERIC database and on the U.S. Department of Education's Web site at *http://www.ed.gov/databases/ERIC_Digests/index.*

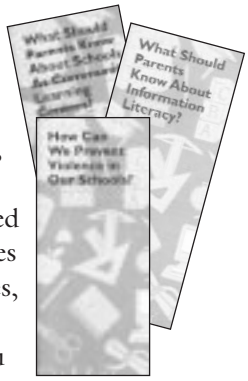
The ERIC Review



This free journal reports critical trends and issues in education as well as new ERIC developments. Previous issues have focused on school safety, learning to read, and expanding access to higher education through early intervention. *The ERIC Review* is distributed to more than 27,000 subscribers and to targeted audiences interested in each issue's particular theme. Copies are also distributed at education-related conferences and are mailed to individuals and groups that request them. For a free subscription, contact ACCESS ERIC (1–800–LET–ERIC). Current and past issues are on the Web at *http://www.accesseric.org.*

Parent Brochures

ERIC is keeping pace with the increasing emphasis on the role of parents in their children's education. ACCESS ERIC collaborates with ERIC Clearinghouses and their networks of experts to produce a popular series of brochures for parents. These easy-to-read brochures always include a list of organizations and publications that can provide further information on the topics. Each year, a list of new Parent Brochure titles is sent to more than 9,000 parents, parent educators, counselors, and other interested individuals. For free copies of the latest available titles, contact ACCESS ERIC (1–800–LET–ERIC). You can also read current and past Parent Brochures online at *http://www.accesseric.org*.

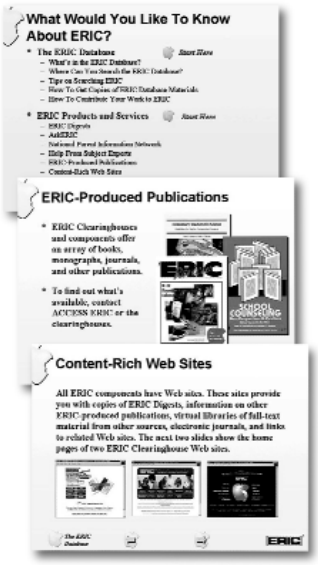


Products About ERIC

In addition to *All About ERIC,* ERIC produces several other products to introduce individuals and organizations to the resources of the ERIC system and to assist them in their search for relevant education information. These products include:

- *A Pocket Guide to ERIC*—a pocket-size booklet that briefly describes the ERIC system and its services and products. For copies of this booklet, contact ACCESS ERIC at 1–800–LET–ERIC.

- ERIC Slide Show—a comprehensive, online introduction to ERIC that includes information on how to search the ERIC database; obtain ERIC documents, journal articles, and Digests; and access the popular AskERIC Q&A Service, ERIC listservs, and ERIC Clearinghouse Web sites. The slide show can be downloaded on the ERIC systemwide Web site (*http://www.accesseric.org*) in HTML and PowerPoint formats, making it a great resource for teaching others about ERIC. Librarians, teacher educators, and others can also order free, helpful handouts to enhance their presentations and workshops by calling ACCESS ERIC at 1–800–LET–ERIC or by sending an e-mail request to *accesseric@accesseric.org*.



In addition, the ERIC Processing and Reference Facility produces systemwide support products such as processing manuals, bibliographies, indexes, directories, and Ready References. ERIC Ready References are brief handouts—usually one page long—containing ERIC database-related information that users need. Other helpful Facility publications include *The Educational Resources Information Center (ERIC): An Annotated Bibliography of Documents and Journal Articles About ERIC,* and the *ERIC Identifier Authority List.*

ERIC on the Internet

ERIC strives to provide easy and affordable access to education resources for a diverse, global audience. The Internet has been an ideal vehicle for making ERIC's resources available to busy students, parents, and professionals.

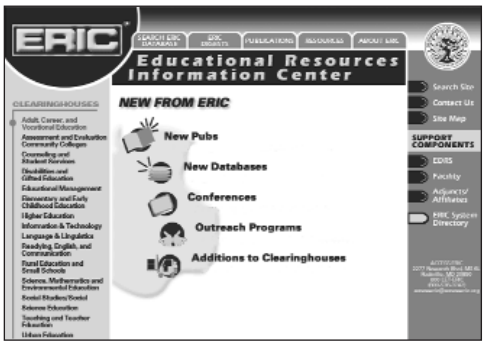
E-mail

If you have an e-mail account, you can use it to communicate with ERIC Clearinghouses, order ERIC documents, or send a question to the award-winning AskERIC question-answering service. See the ERIC System Directory on pages 18–24 for e-mail addresses.

ERIC Web Sites

There are many ERIC Web sites, all linked by one systemwide site run by ACCESS ERIC at *http://www.accesseric.org*. Internet users now visit ERIC Web sites thousands of times every day to access resources including:

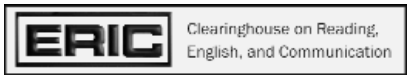
- More than 15,000 lesson plans
- A calendar of education-related conferences



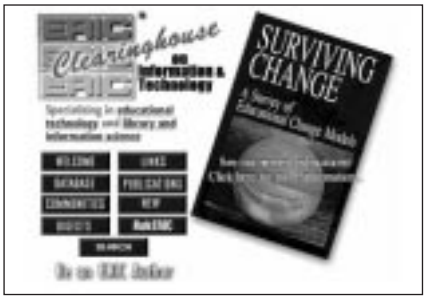
- Full-text materials from a variety of organizations for parents
- A test locator database
- Virtual libraries of full-text materials on topics such as school violence and career development.

The high quality of ERIC Web sites is indicated by continually increasing usage and by the numerous awards the sites have received. Here are some examples of what users can find at ERIC Web sites:

- A **reading teacher** might visit the ERIC Clearinghouse on Reading, English, and Communication site (*http://www.indiana.edu/~eric_rec*), where he would find exemplary lesson plans, an online magazine for parents and their children, and an invitation to join READPRO, which is an electronic discussion group for reading professionals.



- A **school principal** could use the ERIC Clearinghouse on Educational Management site (*http://eric.uoregon.edu*) to find the full text of ERIC Digests on work teams, block scheduling, and leadership. Before deciding whether to subscribe to the K12ADMIN listserv, she could browse through recent messages posted to that listserv using the AskERIC listserv archives (*http://ericir.syr.edu/Virtual/Listserv_Archives*). Or if she's looking for alternatives to tracking and ability grouping, the Urban Education site (*http://eric-web.tc.columbia.edu*) offers a bibliography that can help her find relevant information.

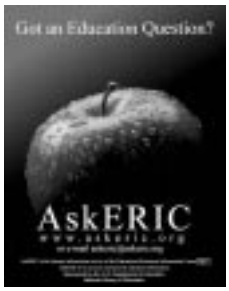


- A **school board member** preparing for a meeting on improving student access to technology could check out the most recent publications from the ERIC Clearinghouse on Information & Technology (*http://ericir.syr.edu/ithome*).
- A **graduate student** in early childhood education could run a search of the ERIC database on the project approach and order the most relevant documents from the ERIC Document Reproduction Service (*http://www.edrs.com*).
- A **parent** could check the National Parent Information Network (*http://npin.org*) for monthly parent news items, such as tips on how to help children behave in grocery stores, as well as for articles on assessment, the effects of video games, and parent involvement in schools.

To conduct your own tour of ERIC on the Internet, start with the ERIC systemwide site at *http://www.accesseric.org*, which provides links to all ERIC-sponsored Web sites and allows you to send e-mail to ERIC Clearinghouses.

AskERIC

AskERIC is a personalized, Internet-based service that provides education information to teachers, librarians, counselors, administrators, parents, and others throughout the United States and the world. AskERIC began in 1992 as a project of the ERIC Clearinghouse on Information & Technology at Syracuse University. Today, it encompasses the resources of the entire ERIC system and many other sources. Anyone needing the latest information on special education, curriculum development, or other education-related topics can simply "AskERIC." When you send an education question to *askeric@askeric.org*, an AskERIC Information Specialist from one of the 16 ERIC Clearinghouses will send you a personal e-mail response to the question within two working days. You will also receive a list of ERIC citations that deal with your topic, relevant full-text materials (if available), and referrals to organizations and other Internet site resources for additional information.



Anyone wishing to search for answers to education questions will discover an abundance of electronic resources at the AskERIC Virtual Library (*http://www.askeric.org/Virtual*). These resources include lesson plans, AskERIC InfoGuides, ERIC Digests, education listserv archives, and much more. The ERIC database can also be searched online from the AskERIC Web site (*http://www.askeric.org*).

Listservs

If you enjoy communicating via e-mail and want to participate in ongoing discussions about education-related topics of interest, consider joining one or more of the ERIC-sponsored listservs. More than 80 listservs are currently managed by ERIC Clearinghouses, including ECENET-L (early childhood education), K12ADMIN (elementary and secondary school administration), and LM_NET (school library and media services). For a list of many ERIC-sponsored listservs and links to subscription information, go to *http://www.accesseric.org*. To browse the archives of many of these discussion groups, go to *http://ericir.syr.edu/Virtual/Listserv_Archives*.

Online ERIC Document Delivery and Subscription Service

The full text of most materials in the ERIC database with an "ED" followed by six digits is available through the ERIC Document Reproduction Service (EDRS). About 80 percent of ERIC documents from 1993 to the present are available in electronic form for downloading and printing. Approximately 92 percent of the documents announced in ERIC since 1966 are available in microfiche or paper copy format. To obtain copies, you can:

- Go to a library convenient to you and ask if it offers access to electronic and/or microfiche copies. To locate the nearest ERIC resource collection, call ACCESS ERIC or search the *Directory of ERIC Resource Collections* online at *http://oeri4.ed.gov/BASISDB/EROD/eric/SF.*
- Contact the ERIC Document Reproduction Service to order copies (see page 23). The EDRS Web site (*http://www.edrs.com*) allows users to search the ERIC database and order electronic copies of recent, available documents. Electronic images of ERIC documents are provided in Adobe Portable Document Format (PDF). EDRS also offers paper copy delivery, including fax and express mail services.

In addition, libraries and research institutions can offer their patrons access to full-text copies of ERIC documents online through E*Subscribe, an electronic document subscription service offered by EDRS. Check your favorite library for this service.

Special Projects

The Department of Education and the ERIC system are always looking for new ways to meet your information needs. There are currently a number of special projects hosted by ERIC components. Some receive ERIC funding, and many receive funding from other sponsors.

Dan O'Brien Goal-Setting Program

The ERIC Clearinghouse on Educational Management created this program in 1993 to introduce students to the process of setting goals and working to achieve them. The program is designed for students in grades 3 through 6 and features a 24-page teachers' curriculum guide titled *Go for the Goal* that contains five goal-setting lessons. Other program materials include brochures; handouts; work sheets; and goal cards, which students can use to record their goals and mark their progress. The role model for this program is Dan O'Brien, an athlete who holds the world record in the decathlon and won the gold medal in that event at the 1996 Olympics. He overcame many obstacles to become a successful athlete, and he attributes his success to the goal-setting strategies he learned in school. Students who take part in this program can write to Dan O'Brien in care of the ERIC Clearinghouse and will receive a letter, biography, and other materials at no charge. For more information about this program, contact the ERIC Clearinghouse on Educational Management at 1–800–438–8841 or visit the Web site at *http://obrien.uoregon.edu*.

Education Resource Organizations Directory

ACCESS ERIC assists the U.S. Department of Education by maintaining the database for the Education Resource Organizations Directory located at the Department's Web site (*http://www.ed.gov/Programs/EROD*). The Directory enables Internet users to search more than 4,000 national, regional, and state organizations, including information centers; comprehensive and technical assistance centers; and many other types of programs, services, and organizations.

ERIC Calendar of Education-Related Conferences

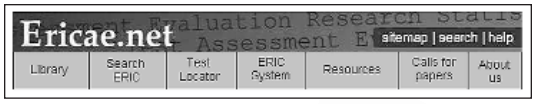
This online publication, maintained by ACCESS ERIC, describes more than 700 international, national, state, and regional education-related conferences. Each entry in the calendar includes the conference name, date, location, topic, and target audience as well as the sponsor's contact information. Users can search the calendar several ways, and it's updated continually. To search the calendar, go to the ERIC systemwide Web site at *http://www.accesseric.org,* then click on "Conference Calendar."

ERIC/OSEP Special Project

Through the ERIC Clearinghouse on Disabilities and Gifted Education, with funding from the U.S. Department of Education's Office of Special Education Programs (OSEP), the Council for Exceptional Children operates the ERIC/OSEP Special Project. This special project hosts an annual conference for directors of OSEP-sponsored research projects; produces a directory of special education discretionary projects; and produces publications such as *Research Connections, Newsbriefs,* and *Topical Briefs.* Recent publications have included *Universal Design: Ensuring Access to the General Education Curriculum* and *New Ideas for Planning Transitions to the Adult World,* both of which can be found online at *http://ericec.org/osep_sp.htm.*

ERIC Search Wizard and Expert Searches

This state-of-the-art search engine, developed by the ERIC Clearinghouse on Assessment and Evaluation, allows users to select terms from the *Thesaurus of ERIC Descriptors* to build effective, high-quality searches. The Wizard features seamless online ordering, readily available information on journal and document sources, multiple display options, an option to save citations to disk, and a "More Like This" option based on ERIC descriptors. The Wizard also allows users to load more than 80 prepackaged search strategies on current educational topics. Users can revise the strategies to suit their needs or use the strategies as a starting point. The strategies were developed by the best reference librarians in the ERIC system. To search ERIC using Wizard, go to *http://ericae.net,* then click on "Search ERIC."



Gateway to Educational Materials (GEM)

The National Library of Education (NLE) is spearheading a consortium effort called the Gateway to Educational Materials. A special project of the ERIC Clearinghouse on Information & Technology, the goal of GEM is to create an operational framework to provide "one-stop, any-stop" access to the thousands of lesson plans, curriculum units, and other educational materials on the Internet. GEM has created a standard format for descriptions of educational materials and has assembled these descriptions in the Gateway Catalog (*http://www.thegateway.org*). This catalog includes more than 15,000 records from more than 200 collections, creating easy access regardless of where the materials reside on the Internet. For more information about the GEM project, send an e-mail message to *geminfo@geminfo.org* or visit the GEM Web site at *http://geminfo.org.*

Key Resources in Community Colleges

This online publication series (*http://www.gseis.ucla.edu/ERIC/neintro.html*) is a product of the ERIC Clearinghouse for Community Colleges. The series supplements recent bibliographic citations from ERIC with an analysis of the important issues. As of September 2000, three topics had been updated: access, diversity, and inclusion; civil society; and leadership.

National Parent Information Network (NPIN)

NPIN is a special project of the ERIC Clearinghouse on Elementary and Early Childhood Education and the ERIC Clearinghouse on Urban Education. Begun in 1993 as an Internet site for parents (*http://npin.org*), NPIN services have since expanded to provide information via e-mail through the AskERIC program, through workshops, and through its toll-free telephone number (1–800–583–4135).

NPIN staff conduct workshops on Internet uses for parents and children, produce monthly issues of *Parent News* (NPIN's award-winning online publication for parents), produce ERIC Digests, moderate the PARENTING-L listserv, and continue to enhance one of the largest Internet sites for parents. The NPIN Web site was visited more than 1 million times in 1999.

NIFL-ESL Listserv

Since March 1995, the Adjunct ERIC Clearinghouse for ESL Literacy Education has moderated the NIFL-ESL listserv (*http://www.cal.org/ncle/nifl-esl.htm*), 1 of 10 listservs hosted by the National Institute for Literacy as part of its LINCS project. With more than 800 subscribers as of November 2000, the NIFL-ESL listserv is a busy forum for discussion about teaching English to adult immigrants and about related educational policy issues.

Reading Pathfinder

The ERIC Clearinghouse on Elementary and Early Childhood Education created the Reading Pathfinder Web site (*http://readingpath.org*), which provides easy access to information on helping children become competent readers by the third grade. The site includes a searchable database of approximately 1,200 Web articles, Web sites, lists of reading programs, local sources of assistance, and more. Users can locate resources that are of interest to parents, caregivers, and educators.

Test Locator

Test Locator describes more than 11,000 assessment instruments and their availability. It is a joint project of the ERIC Clearinghouse on Assessment and Evaluation, the Library and Reference Services Division of the Educational Testing Service, the Buros Institute of Mental Measurements at the University of Nebraska in Lincoln, the Region III Comprehensive Center at George Washington University, and Pro-Ed test publishers. To search Test Locator, go to *http://ericae.net/testcol.htm*.

Virtual Libraries

Several ERIC Clearinghouse Web sites offer virtual libraries of full-text documents in their topic areas. For example, the ERIC Clearinghouse on Elementary and Early Childhood Education hosts a virtual library on its ReadyWeb site (*http://readyweb.crc.uiuc.edu*), which offers more than 40 publications on school readiness and learning readiness. The ERIC Clearinghouse on Counseling and Student Services has a collection of virtual libraries (*http://www.uncg.edu/edu/ericcass/libhome.htm*) on topics such as career development, school violence, and conflict resolution.

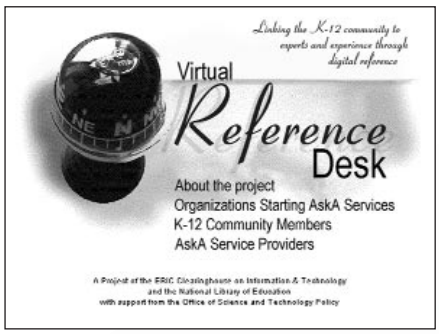
Virtual Reference Desk (VRD)

VRD is creating the foundation for a national cooperative digital reference service. The project is sponsored by NLE and the ERIC Clearinghouse on Information & Technology, with support from the White House Office of Science and Technology Policy.

Digital reference services, also called "Ask-An-Expert" (or "AskA") services, are Internet-based question-and-answer services that connect users with individuals who possess specialized subject or skill expertise.

The VRD project has developed the AskA+ Locator, a searchable database of Internet-based question-answering and referral services. The AskA+ Locator (*http://www.vrd.org/locator/index.html*) contains detailed profiles of each service, including a brief description, intended audience and grade level, and subjects addressed.

For more information, send an e-mail message to *vrd@vrd.org* or access the VRD Web site at *http://www.vrd.org*.



Workplace Literacy Products

The ERIC Clearinghouse on Adult, Career, and Vocational Education has developed a publication titled *Exemplary Products Produced by National Workplace Literacy Program Demonstration Projects, 1995–1998.* This publication, which was funded by the U.S. Department of Education's Office of Vocational and Adult Education, highlights 58 workplace education products that were rated exemplary by a panel of experts. These products, which can be used by adult educators, corporate and union training staff, and others seeking information for their work force education programs, demonstrate the application of principles of good practice in planning, conducting, and evaluating adult and workplace education programs. For more information, contact the ERIC Clearinghouse on Adult, Career, and Vocational Education at 1–800–848–4815, ext. 2–7069.

ERIC System Directory

Federal Sponsor

ERIC Program Office staff manage and monitor the ERIC system, coordinate systemwide activities, and establish ERIC system policies.

Educational Resources Information Center (ERIC)
National Library of Education
Office of Educational Research and Improvement (OERI)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202–5721
Toll Free: (800) 424–1616
TTY/TDD: (800) 437–0833
Fax: (202) 205–7759
Web: http://www.ed.gov

Clearinghouses

Each of the 16 ERIC Clearinghouses specializes in a different subject area of education. The clearinghouses acquire significant literature within their particular scope; select the highest quality and most relevant materials; and catalog, index, and abstract them for input into the database. The clearinghouses also provide research summaries, bibliographies, information analysis papers, and many other products and services. Together the clearinghouses present the most comprehensive source of education information in the country.

Adult, Career, and Vocational Education (CE)
Ohio State University
1900 Kenny Road
Columbus, OH 43210–1090
Toll Free: (800) 848–4815, ext. 2–7069
Phone: (614) 292–7069
TTY/TDD: (614) 688–8734
Fax: (614) 292–1260
E-mail: ericacve@postbox.acs.ohio-state.edu
Web: http://ericacve.org

Addresses all levels and settings of adult and continuing, career, and vocational/technical education. Adult education information spans basic literacy training through professional skill upgrading. Includes career education resources for experience-based education and career awareness, decision making, development, and change. Also addresses vocational and technical education, including school-to-work, tech prep, technology education, corrections education, employment and training programs, youth employment, work experience programs, education/business partnerships, entrepreneurship, adult retraining, and vocational rehabilitation for individuals with disabilities.

Assessment and Evaluation (TM)
University of Maryland, College Park
Department of Measurement, Statistics, and Evaluation
1129 Shriver Laboratory
College Park, MD 20742
Toll Free: (800) GO4–ERIC (464–3742)
Phone: (301) 405–7449
Fax: (301) 405–8134
E-mail: ericae@ericae.net
Web: http://ericae.net

Includes tests and other measurement devices; methodology of measurement and evaluation; application of tests, measurement, or evaluation in educational projects or programs; research design and methodology in the area of assessment and evaluation; and learning theory. The Adjunct ERIC Clearinghouse for the Test Collection is associated with ERIC/TM.

Community Colleges (JC)
University of California at Los Angeles
3051 Moore Hall
P.O. Box 951521
Los Angeles, CA 90095–1521
Toll Free: (800) 832–8256
Phone: (310) 825–3931
Fax: (310) 206–8095
E-mail: ericcc@ucla.edu
Web: http://www.gseis.ucla.edu/ERIC/eric.html

Covers the development, administration, and evaluation of two-year public and private community and junior colleges, technical institutes, and two-year branch university campuses. Provides information on two-year college students, faculty, staff, curricula (including distance education), programs, financing, support services, libraries, and community services. Includes linkages between two-year colleges and

business/industrial organizations and articulation of two-year colleges with secondary and four-year postsecondary institutions. The Adjunct ERIC Clearinghouse on Entrepreneurship Education is associated with ERIC/JC.

Counseling and Student Services (CG)

University of North Carolina at Greensboro
School of Education
201 Ferguson Building
P.O. Box 26171
Greensboro, NC 27402–6171
Toll Free: (800) 414–9769
Phone: (336) 334–4114
Fax: (336) 334–4116
E-mail: ericcass@uncg.edu
Web: http://ericcass.uncg.edu

Covers preparation, practice, and supervision of counselors, psychologists, therapists, and student personnel specialists at all educational levels and in all settings; theoretical development of counseling and student services; assessment and diagnosis procedures, such as testing and interviewing and the analysis and dissemination of the resultant information; outcomes analysis of counseling interventions; group and case work; nature of pupil, student, and adult characteristics; identification and implementation of strategies that foster student learning and achievement; personnel workers and their relation to career planning, family consultations, and student services activities; identification of effective strategies for enhancing parental effectiveness; and continuing preparation of counselors and therapists in the use of new technologies for professional renewal and the implications of such technologies for service provision.

Disabilities and Gifted Education (EC)

Council for Exceptional Children
1110 North Glebe Road
Arlington, VA 22201–5704
Toll Free: (800) 328–0272
TTY/TDD: (800) 328–0272
E-mail: ericec@cec.sped.org
Web: http://ericec.org

Scope includes all aspects of special education and gifted education, as well as the development of people with disabilities and those who are gifted. Includes identification, assessment, and intervention and enrichment in special settings and in inclusive settings. Also includes learning, developmental, and physical disabilities; behavioral and emotional disorders; mental retardation; and outstanding intellectual or creative ability in any area of achievement. Covers referral, student evaluation, early intervention programs, early childhood special education, social integration, individualized education programs, individualized family service plans, school-to-work transition, and vocational and lifelong education. Addresses employment, rehabilitation, applications of technology, physical accessibility, differentiated curriculum, acceleration, and leadership development. Encompasses populations that are at risk (abused or medically fragile), low incidence, adjudicated, culturally and linguistically diverse, or economically disadvantaged, insofar as these risk factors relate to disabilities and/or giftedness.

Educational Management (EA)

5207 University of Oregon
1787 Agate Street
Eugene, OR 97403–5207
Toll Free: (800) 438–8841
Phone: (541) 346–5043
Fax: (541) 346–2334
E-mail: ppiele@oregon.uoregon.edu
Web: http://eric.uoregon.edu

Covers the leadership, management, and structure of public and private education organizations at elementary and secondary school levels; the practice and theory of administration; federal, state, and local education law, policymaking, and governance; the preservice and inservice preparation of administrators; administrative tasks and processes, including planning, financing, and staffing education organizations; methods and varieties of organization, including organizational change and improvement; school-community relationships; and the social context of education organizations.

Elementary and Early Childhood Education (PS)

University of Illinois at Urbana–Champaign
Children's Research Center
51 Gerty Drive
Champaign, IL 61820–7469
Toll Free: (800) 583–4135
Phone: (217) 333–1386
TTY/TDD: (800) 583–4135
Fax: (217) 333–3767
E-mail: ericeece@uiuc.edu
Web: http://ericeece.org
National Parent Information Network Web: http://npin.org

This clearinghouse addresses the physical, cognitive, social, educational, and cultural development of children from birth through early adolescence; prenatal factors, parents, parenting, and family relationships that relate to education; learning theory research and practice related to the development of young children, including the preparation of teachers for this educational level; interdisciplinary curriculum (including the project approach) and mixed-age teaching and learning; educational, social, and cultural programs and services for children; the child in the context of the family and the family in the context of society; and theoretical and philosophical issues pertaining to children's development and education. The Adjunct ERIC Clearinghouse for Child Care is associated with ERIC/PS.

Higher Education (HE)

George Washington University
Graduate School of Education and Human Development
One Dupont Circle, NW, Suite 630
Washington, DC 20036–1183
Toll Free: (800) 773–ERIC (3742)
Phone: (202) 296–2597
Fax: (202) 452–1844
E-mail: lcavell@eric-he.edu
Web: http://www.eriche.org

Covers all major junctures, people, processes, and issues at colleges and universities providing higher education (that is, four-year degrees and beyond). Includes major junctures or levels (entry to college, environment, outcomes of college, graduate or professional education, and international higher education), major people (administrators, faculty, students, external constituencies, and governance officers), major processes (instruction, learning, planning, governance, etc.), and major issues (technology, legal issues, public relations, diversity, and methodology). The Adjunct ERIC Clearinghouse on Educational Opportunity is associated with ERIC/HE.

Information & Technology (IR)

Syracuse University
621 Skytop Road, Suite 160
Syracuse, NY 13244–5290
Toll Free: (800) 464–9107
Phone: (315) 443–3640
Fax: (315) 443–5448
E-mail: eric@ericir.syr.edu; askeric@askeric.org
Web: http://ericir.syr.edu/ithome
AskERIC Web: http://www.askeric.org

Scope includes educational technology and library and information science at all levels, including instructional design, development, and evaluation within educational technology; and the media of educational communication: computers, Internet, telecommunications, audio and video recordings, and other multimedia materials as they pertain to teaching and learning. The focus is on the operation and management of information services for education-related organizations. Includes all aspects of information technology related to education.

Languages and Linguistics (FL)

Center for Applied Linguistics
4646 40th Street, NW
Washington, DC 20016–1859
Toll Free: (800) 276–9834
Phone: (202) 362–0700
Fax: (202) 363–7204
E-mail: eric@cal.org
Web: http://www.cal.org/ericcll

Covers languages and language sciences: all aspects of second language instruction and learning in all commonly and less commonly taught languages, including English as a second language. Includes bilingualism and bilingual education, as well as cultural education in the context of second language learning (including intercultural communication, study abroad, and international education exchange). Encompasses all areas of linguistics, including theoretical and applied linguistics, sociolinguistics, and psycholinguistics. The Adjunct ERIC Clearinghouse for ESL Literacy Education is associated with ERIC/FL.

Reading, English, and Communication (CS)

Indiana University
Smith Research Center
2805 East 10th Street, Suite 140
Bloomington, IN 47408–2698
Toll Free: (800) 759–4723
Phone: (812) 855–5847
Fax: (812) 856–5512
E-mail: ericcs@indiana.edu
Web: http://www.indiana.edu/~eric_rec

Comprises reading, English, and communication (verbal and nonverbal), preschool through college; educational research and instruction development in reading, writing, speaking, and listening; identification, diagnosis, and remediation of reading problems; and speech communication (including forensics), mass communication, interpersonal and small group interaction, interpretation, rhetorical and communication theory, speech sciences, and theater. Covers preparation of instructional staff and related personnel. All aspects of reading behavior are included, with an emphasis on physiology, psychology, sociology, and teaching; instructional materials, curricula, tests/measurement, and methodology at all levels of reading; the role of libraries and other agencies in fostering and guiding reading; and diagnostics and remedial reading services in schools and clinical settings. Also covers preparation of reading teachers and specialists and includes guidelines in these subject areas for related agencies and for parents.

Rural Education and Small Schools (RC)

AEL, Inc.
1031 Quarrier Street
P.O. Box 1348
Charleston, WV 25325–1348
Toll Free: (800) 624–9120
Phone: (304) 347–0400
TTY/TDD: (304) 347–0448
Fax: (304) 347–0467
E-mail: ericrc@ael.org
Web: http://www.ael.org/eric

Scope includes programs, practices, and economic, cultural, social, or other factors related to education for rural residents, American Indians, Alaska Natives, Mexican Americans, and migrants; educational practices and programs in all small schools; and outdoor and experiential education.

Science, Mathematics, and Environmental Education (SE)

Ohio State University
1929 Kenny Road
Columbus, OH 43210–1080
Toll Free: (800) 276–0462
Phone: (614) 292–6717
Fax: (614) 292–0263
E-mail: ericse@osu.edu
Web: http://www.ericse.org

Covers science, mathematics, and environmental education at all levels, including the development of curriculum and instruction materials; teachers and teacher education; learning theory and outcomes (including the impact of parameters such as interest level, intelligence, values, and concept development on learning in these fields); educational programs; research and evaluative studies; media applications; and computer applications.

Social Studies/Social Science Education (SO)

Indiana University
Social Studies Development Center
2805 East 10th Street, Suite 120
Bloomington, IN 47408–2698
Toll Free: (800) 266–3815
Phone: (812) 855–3838
Fax: (812) 855–0455
E-mail: ericso@indiana.edu
Web: http://www.indiana.edu/~ssdc/eric_chess.htm

Covers all levels of social studies and social science education; the contributions of history, geography, and other social science disciplines; applications of theory and research to social science education; education as a social science; comparative education (K–12); and content and curriculum materials on such social topics as law-related education, ethnic studies, bias and discrimination, aging, and women's equity. Music and art education are also covered. The Adjunct ERIC Clearinghouse for International Civic Education, the Adjunct ERIC Clearinghouse for Service Learning, and the National Clearinghouse for U.S.–Japan Studies are all associated with ERIC/SO.

Teaching and Teacher Education (SP)

American Association of Colleges
for Teacher Education
1307 New York Avenue, NW, Suite 300
Washington, DC 20005–4701
Toll Free: (800) 822–9229
Phone: (202) 293–2450
Fax: (202) 457–8095
E-mail: query@aacte.org
Web: http://www.ericsp.org

Covers school personnel issues at all levels, including teacher recruitment, selection, licensing, certification, training, preservice and inservice preparation, evaluation, retention, and retirement; the theory, philosophy, and practice of teaching; curricula and general education not specifically covered by other clearinghouses; and organizational, administrative, financial, and legal issues relating to teacher education programs and institutions. Also covers all aspects of health, physical, recreation, and dance education. The Adjunct ERIC Clearinghouse on Clinical Schools is associated with ERIC/SP.

Urban Education (UD)

Teachers College, Columbia University
Institute for Urban and Minority Education
Main Hall, Room 303, Box 40
New York, NY 10027–6696
Toll Free: (800) 601–4868
Phone: (212) 678–3433
Fax: (212) 678–4012
E-mail: eric-cue@columbia.edu
Web: http://eric-web.tc.columbia.edu

Covers programs and practices in urban public, parochial, and independent schools; the education of African-American, Hispanic/Latino (excluding Mexican-American), Asian-American, and other ethnic group and immigrant students in urban schools; educational equity; multicultural, antibias, conflict resolution, and violence prevention education; parent and community involvement in urban schools; urban economic and social conditions affecting education; and public- and private-sector policies to improve urban education.

Adjunct Clearinghouses

Adjunct ERIC Clearinghouses are associated with the ERIC Clearinghouse whose scope encompasses the narrower scope of the adjunct. Adjuncts perform some or all of the following functions in their subject areas: identifying and acquiring significant literature within their scope area for the ERIC database, providing reference and referral services, providing technical assistance, maintaining or contributing to Web sites, and producing publications. They receive funding from sponsors outside the ERIC system.

Child Care

National Child Care Information Center
243 Church Street, NW, Second Floor
Vienna, VA 22180
Toll Free: (800) 616–2242
TTY/TDD: (800) 516–2242
Fax: (800) 716–2242
E-mail: info@nccic.org
Web: http://nccic.org

Covers all areas of child care information; current research; acquisition of documents; listings and abstracts of publications and resources; and the development of electronic child care information resources for the World Wide Web.

Clinical Schools

American Association of Colleges
for Teacher Education
1307 New York Avenue, NW, Suite 300
Washington, DC 20005–4701
Toll Free: (800) 822–9229
Phone: (202) 293–2450
Fax: (202) 457–8095
Web: http://www.aacte.org/pds.html

Provides information on clinical schools, professional development schools, professional practice schools, and similar institutions; acquires, abstracts, and processes literature on clinical schools for the ERIC database; produces bibliographies, periodic papers, digests, and other materials on issues related to clinical schools; and conducts research on clinical schools.

Educational Opportunity

National TRIO Clearinghouse
Council for Opportunity in Education
1025 Vermont Avenue, NW, Suite 900
Washington, DC 20005
Phone: (202) 347–2218
Fax: (202) 347–0786
E-mail: clearinghouse@hqcoe.org
Web: http://www.trioprograms.org/clearinghouse

Covers areas of higher education access for first generation, low-income, and disabled students. Also refers to retention and recruitment issues for these same groups of students in postsecondary education. Terms and concepts associated with this adjunct clearinghouse include Federal TRIO Programs, Upward Bound, Talent Search, Educational Opportunities Centers, Ronald McNair Post-Baccalaureate Achievement, low-income groups, poverty programs, educational opportunity, access to education, equal education, nondiscriminatory education, recruitment, and retention.

Entrepreneurship Education

Center for Entrepreneurial Leadership
Ewing Marion Kauffman Foundation
4801 Rockhill Road
Kansas City, MO 64110–2046
Toll Free: (888) 4–CELCEE (423–5233)
Phone: (310) 206–9549
Fax: (310) 206–8095
E-mail: celcee@ucla.edu
Web: http://www.celcee.edu

Provides information on all aspects of entrepreneurship education at every level—including K–12, postsecondary, and nonprofit and corporate organizations—as well as programs for small business development; acquires, abstracts, and processes materials on entrepreneurship education for posting to the adjunct's Web site (*http://www.celcee.edu*); and forwards appropriate materials to ERIC for entry into that database.

ESL Literacy Education

National Clearinghouse for ESL Literacy Education
Center for Applied Linguistics
4646 40th Street, NW
Washington, DC 20016–1859
Phone: (202) 362–0700, ext. 200
Fax: (202) 363–7204
E-mail: ncle@cal.org
Web: http://www.cal.org/ncle

Covers all aspects of literacy education for adults and out-of-school youth with limited English proficiency (LEP). Specific topics covered include development of reading, writing, computational, and communication skills; programs and projects in employment or in occupational or vocational training; workplace literacy programs; family literacy programs; intergenerational literacy programs; program design, development, implementation, and evaluation; outreach, including student assessment and placement; teaching methods, approaches, and techniques; technologies in the teaching of LEP adults; training and resource materials for teachers, instructors, and volunteers; training of trainers; student curricular materials; learning styles; cross-cultural considerations in literacy education; English as a second language for LEP adults; native language literacy for LEP adults; research on second language literacy; and citizenship instruction for LEP adults.

International Civic Education

Indiana University
Social Studies Development Center
2805 East 10th Street, Suite 120
Bloomington, IN 47408–2698
Toll Free: (800) 266–3815
Phone: (812) 855–3838
Fax: (812) 855–0455
E-mail: patrick@indiana.edu

Covers all aspects of civic education in countries around the world, with an emphasis on the principles and practices of democracy in citizenship education and comparative education for democratic citizenship.

Service Learning

University of Minnesota
R–460 VoTech Building
1954 Buford Avenue
St. Paul, MN 55108
Toll Free: (800) 808–SERVe (7378)
Phone: (612) 625–6276
Fax: (612) 625–6277
E-mail: serve@tc.umn.edu
Web: http://umn.edu/~serve

Provides information about service learning, including research, programs, organizations, people, calendar events, literature, and multimedia materials.

Test Collection
Educational Testing Service
Princeton, NJ 08541
Phone: (609) 734–5689
Fax: (609) 683–7186
E-mail: library@ets.org
Web: http://ericae.net/testcol.htm

Prepares descriptions of commercially available and noncommercially available tests, checklists, instruments, questionnaires, and other assessment and evaluation tools.

U.S.–Japan Studies
Indiana University
Social Studies Development Center
2805 East 10th Street, Suite 120
Bloomington, IN 47408–2698
Toll Free: (800) 266–3815
Phone: (812) 855–3838
Fax: (812) 855–0455
E-mail: japan@indiana.edu
Web: http://www.indiana.edu/~japan

Covers all aspects of teaching and learning about Japanese society and culture, including economics, language training, politics, and U.S.–Japan relations.

Affiliate Clearinghouse

National Clearinghouse for Educational Facilities
National Institute of Building Sciences
1090 Vermont Avenue, NW, Suite 700
Washington, DC 20005–4905
Toll Free: (888) 552–0624
Phone: (202) 289–7800
Fax: (202) 289–1092
E-mail: ncef@nibs.org
Web: http://www.edfacilities.org

Scope covers the design, construction, equipping, furnishing, maintenance, renovation, rehabilitation, mechanical operation, and demolition of elementary and secondary educational facilities and their associated physical plants. Includes technical and operational matters relating to these facilities that pertain to electrical wiring, heating, plumbing, lighting, machinery, building materials, energy efficiency, removal of architectural barriers, health and safety features (including asbestos and air quality), and environmental standards. Also focuses on other aspects pertaining to educational facilities, such as strategic planning; selection and acquisition of sites; planning and financing of construction and capital improvement programs; bond issues for capital expenditures; zoning; local, state, and federal financial support and interagency collaboration; revenue sharing to improve infrastructure; student enrollment projections and class scheduling practices as they relate to the size and capacity of facilities required to meet these needs; student housing plans; management procedures; life-cycle and cost-benefit analyses and evaluations; the role and responsibility of local and state school boards of education in these matters; and new technology as it pertains to the construction and special features of these facilities, such as media centers, laboratories, and libraries.

Support Components

ERIC support components produce, publish, and disseminate systemwide ERIC products and services.

ACCESS ERIC
2277 Research Boulevard, 6L
Rockville, MD 20850
Toll Free: (800) LET–ERIC (538–3742)
Phone: (301) 519–5157
Fax: (301) 519–6760
E-mail: accesseric@accesseric.org
Web: http://www.accesseric.org

ACCESS ERIC coordinates ERIC's outreach and systemwide dissemination activities; develops new ERIC publications; and provides general reference and referral services. Publications and directories include *A Pocket Guide to ERIC, All About ERIC, The ERIC Review,* the *ERIC Calendar of Education-Related Conferences,* and the *Directory of ERIC Resource Collections.* ACCESS ERIC also produces a series of Parent Brochures and maintains the ERIC systemwide Web site and the ERICNews listserv.

ERIC Document Reproduction Service (EDRS)
DynEDRS, Inc.
7420 Fullerton Road, Suite 110
Springfield, VA 22153–2852
Toll Free: (800) 443–ERIC (3742)
Phone: (703) 440–1400
Fax: (703) 440–1408
E-mail: service@edrs.com
Web: http://www.edrs.com

EDRS produces and sells electronic, microfiche, and paper copies of documents abstracted in ERIC. Back collections of ERIC documents, annual subscriptions, cumulative indexes, and other ERIC-related products are also available from EDRS. Users can conveniently order ERIC documents by toll-free phone; fax; mail; or online through e-mail (*service@edrs.com*), the EDRS Web site (*http://www.edrs.com*), or commercial online vendors including The Dialog Corporation and OCLC. Call EDRS for more information.

ERIC Processing and Reference Facility
Computer Sciences Corporation
4483-A Forbes Boulevard
Lanham, MD 20706
Toll Free: (800) 799–ERIC (3742)
Phone: (301) 552–4200
Fax: (301) 552–4700
E-mail: ericfac@inet.ed.gov
Web: http://ericfac.piccard.csc.com

The ERIC Processing and Reference Facility is the central editorial and computer processing agency that coordinates document processing and database-building activities for ERIC; performs acquisition, lexicographic, and reference functions; and maintains systemwide quality control standards. The Facility also prepares *Resources in Education (RIE)*, ERIC Ready References, and other products and sells the ERIC-on-NISC Disc CD-ROM.

Publishers

Oryx Press
P.O. Box 33889
Phoenix, AZ 85067–3889
Toll Free: (800) 279–ORYX (6799)
Phone: (602) 265–2651
Fax: (800) 279–4663; (602) 265–6250
E-mail: info@oryxpress.com
Web: http://www.oryxpress.com

Oryx Press publishes the monthly and semiannual editions of *Current Index to Journals in Education (CIJE)*, the *Thesaurus of ERIC Descriptors*, the *ERIC Identifier Authority List (IAL)*, the *RIE Annual Cumulation Abstracts*, the *RIE Annual Cumulation Index*, and the *RIE Semiannual Cumulation Index*.

United States Government Printing Office (GPO)
Superintendent of Documents
P.O. Box 371954
Pittsburgh, PA 15250–7954
Phone: (202) 512–1800
Fax: (202) 512–2250
Web: http://www.access.gpo.gov

GPO publishes and sells subscriptions to *Resources in Education (RIE)*.

How To Start an ERIC Resource Collection

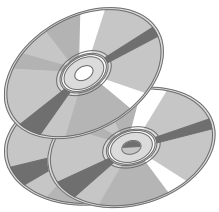
Libraries and other resource centers can make ERIC available on even a modest budget. The ERIC database is available on CD-ROM, online, and in print indexes. Full-text copies of most ERIC documents can be ordered in three formats: paper, microfiche, and electronically via the Internet.

Computer Searching

CD-ROM

CD-ROM versions of the ERIC database are updated quarterly and are sold on a set-fee subscription basis, which makes them a cost-effective option for libraries that offer open access. Advances in networking technology allow multiple users to access a single CD-ROM database simultaneously; ask any vendor about a multiuse license.

Several vendors currently produce ERIC on CD-ROM for both PC and Macintosh platforms. The CD-ROMs are designed to be user friendly (requiring minimal instruction), yet they offer powerful search features. For a list of CD-ROM vendors' addresses and phone numbers, see page 28.



Online Access Through Commercial Services

Online access to ERIC is available through several commercial vendors. Most of these vendors offer sophisticated search capabilities, the ability to access the entire ERIC database (from 1966 to the present), and access to a host of other databases that may interest users. However, users must be trained in the vendor's search language to effectively use the most powerful search capabilities; therefore, this type of searching is usually performed by librarians and other professionals. Costs include a membership fee and charges based on the number of minutes that the user is connected to the service and the number of citations that are downloaded. Commercial online vendors' addresses and phone numbers are listed on page 28.

Locally Mounted Systems

Some institutions, especially universities and state university systems, mount ERIC data on their mainframe computers for their users. The host institutions bear the cost of maintaining the database, select the search software, and determine their own access policies. In some cases, the ERIC database is linked to the library's online public access catalog (OPAC) and is searched with the same interface. To buy the ERIC database tapes for programming and mounting, contact the ERIC Processing and Reference Facility at 1–800–799–ERIC (or see the Facility's other contact information on page 24).

Electronic Document Subscription Service

In response to the growing need that research institutions and their patrons have for immediate access to ERIC materials, EDRS has created E*Subscribe, an electronic document subscription service. This service features access to the ERIC database via two levels of searching, links to electronic document images for downloading in Adobe PDF format, and ordering capability for documents not available electronically. For more information, call EDRS at 1–800–443–ERIC or visit its Web site at *http://www.edrs.com*.

ERIC Microfiche

Approximately 92 percent of the documents listed in the ERIC database are available on microfiche from the ERIC Document Reproduction Service (EDRS). Nearly 1,000 organizations subscribe to the complete ERIC microfiche collection, and others subscribe to partial or subject-specific collections.

Libraries and other resource centers with substantial budgets will want to invest in the entire ERIC microfiche collection, but you can purchase specialized collections that suit your budget and your specific areas of interest. Subject-specific collections are available in each of the 16 areas covered by the ERIC Clearinghouses. For example, you can purchase a microfiche collection on elementary and early childhood education or on reading and communication skills.

To learn more about ERIC microfiche collections, contact EDRS at 1–800–443–ERIC or see page 23 for other contact information.

Thesaurus of ERIC Descriptors

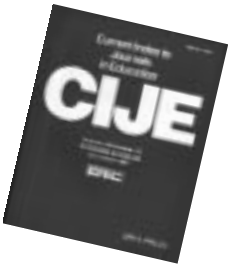
An essential purchase for any site that offers access to ERIC is the *Thesaurus of ERIC Descriptors*. The *Thesaurus* is the master list of ERIC's more than 10,000 subject headings used in indexing and searching. To get the best results from an ERIC search, users should start by converting their search question to the most appropriate ERIC descriptors. The *Thesaurus* includes complete cross-reference structures and rotated and hierarchical displays.

To order the *Thesaurus,* contact Oryx Press at 1–800–279–ORYX or see page 24 for additional contact information.

Print Index Searching

Manual searching of the ERIC database can be provided by subscribing to the print indexes *Resources in Education (RIE)* and *Current Index to Journals in Education (CIJE)*. *RIE* covers the educational document literature and contains five indexes: subject, author, institution, publication type, and clearinghouse/ED number. *RIE* is printed monthly and is available by subscription from the United States Government Printing Office (GPO). To subscribe to *RIE,* contact GPO at 202–512–1800 or see page 24 for other contact information.

CIJE covers articles from more than 980 periodicals and has three indexes: author, subject, and journal content. It is printed monthly and is available by subscription from Oryx Press. To subscribe to *CIJE,* contact Oryx Press at 1–800–279–ORYX or see page 24 for other contact information.



Additional ERIC Resources for Libraries and Information Centers

Libraries can obtain ERIC training materials, directories, and products that help users understand ERIC. These include:

- *All About ERIC*
- *A Pocket Guide to ERIC*
- *The ERIC Review*
- *Directory of ERIC Resource Collections*
- *ERIC Calendar of Education-Related Conferences*

For more information on the resources above, including how to access them on the Web, call ACCESS ERIC at 1–800–LET–ERIC.

The ERIC Processing and Reference Facility offers a number of free and low-cost publications that are useful references for libraries and information centers that provide access to ERIC. These publications include the *ERIC Identifier Authority List* and the *Institutional Source Directory*. The Facility also produces a series of free ERIC Ready References designed to provide a maximum amount of information on a single, well-defined topic related to the ERIC database. Current titles include "What Kinds of Documents Are in the ERIC Database *(RIE)*?" "Journals Currently Covered by *CIJE*," and "ERIC Digests" (title list).

For pricing information and a complete list of available indexes and search aids, contact the ERIC Processing and Reference Facility at 1–800–799–ERIC or see page 24 for additional contact information.

ERIC Training

You can help others learn to use all the products and services available from ERIC by ordering free bulk copies of *All About ERIC* and other publications described in this booklet.

You can also use the popular ERIC Slide Show to teach others about ERIC. This comprehensive, online introduction to ERIC includes information on how to search the ERIC database; obtain ERIC documents, journal articles, and Digests; and access the popular AskERIC Q&A Service, ERIC listservs, and ERIC Clearinghouse Web sites. The slide show can be downloaded on the ERIC systemwide Web site (*http://www.accesseric.org*) in HTML and PowerPoint formats, making it a great resource for teaching others about ERIC. Librarians, teacher educators, and others can also order free, helpful handouts to enhance their presentations and workshops by calling ACCESS ERIC at 1–800–LET–ERIC or by sending an e-mail request to *accesseric@accesseric.org*.

ERIC staff are available to conduct training programs, seminars, and workshops. If you

have a group that could benefit from expert training on how to use ERIC, contact ACCESS ERIC at 1–800–LET–ERIC or call one of the subject-specific ERIC Clearinghouses (see the ERIC System Directory on pages 18–24 for a list of addresses and phone numbers for the clearinghouses).

ERICNews

The ERICNews listserv is ERIC's read-only mailing list. Subscribers receive updates every other month on the latest ERIC systemwide initiatives, products, and services, including:

- New ERIC document delivery services
- New ERIC publications and products
- ERIC Web site enhancements and updates
- Systemwide administrative announcements

To subscribe to the ERICNews listserv, access *listproc@aspensys.com* and type the following command in the body of the message:

subscribe ERICNews "firstname" "lastname" (replace "firstname" and "lastname" with your name; do not use quotation marks).

For further information about ERICNews, contact ACCESS ERIC at 1–800–LET–ERIC.

ERIC Online and CD-ROM Vendors

Online Vendors

The Dialog Corporation
11000 Regency Parkway, Suite 10
Cary, NC 27511
Toll Free: (800) 334–2564
Phone: (919) 462–8600
Fax: (919) 468–9890
Web: http://www.dialog.com

National Information Services Corporation (NISC)
Wyman Towers
3100 St. Paul Street
Baltimore, MD 21218
Phone: (410) 243–0797
Fax: (410) 243–0982
Web: http://www.nisc.com

Online Computer Library Center (OCLC)
6565 Frantz Road
Dublin, OH 43017–3395
Toll Free: (800) 848–5878
Phone: (614) 764–6000
Fax: (614) 764–6096
Web: http://www.oclc.org

Ovid Technologies
333 Seventh Avenue
New York, NY 10001
Toll Free: (800) 950–2035, ext. 249
Phone: (212) 563–3006
Fax: (212) 563–3784
Web: http://www.ovid.com

CD-ROM Vendors

The Dialog Corporation
11000 Regency Parkway, Suite 10
Cary, NC 27511
Toll Free: (800) 334–2564
Phone: (919) 462–8600
Fax: (919) 468–9890
Web: http://www.dialog.com

EBSCO Publishers
10 Estes Street
P.O. Box 682
Ipswich, MA 01938
Toll Free: (800) 653–2726
Phone: (978) 356–6500
Fax: (978) 356–6565
Web: http://www.epnet.com

ERIC Processing and Reference Facility
Computer Sciences Corporation
4483-A Forbes Boulevard
Lanham, MD 20706
Toll Free: (800) 799–ERIC (3742)
Phone: (301) 552–4200
Fax: (301) 552–4700
Web: http://ericfac.piccard.csc.com

National Information Services Corporation (NISC)
Wyman Towers
3100 St. Paul Street
Baltimore, MD 21218
Phone: (410) 243–0797
Fax: (410) 243–0982
Web: http://www.nisc.com

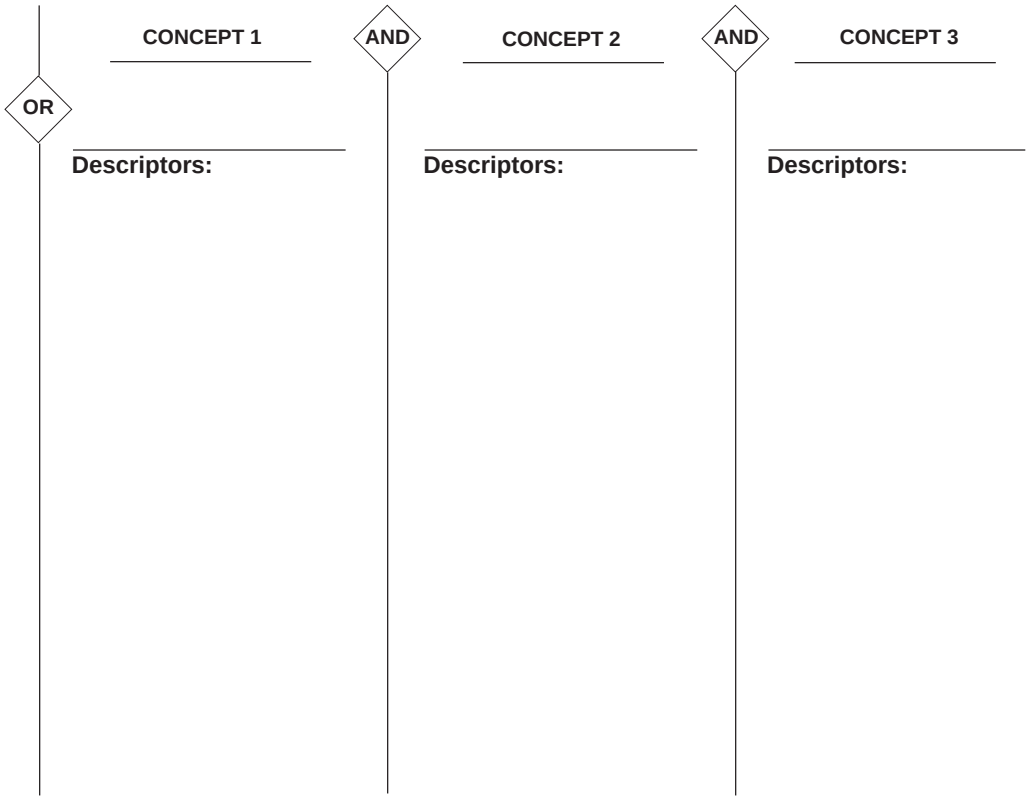
SilverPlatter Information, Inc.
100 River Ridge Drive
Norwood, MA 02062–5043
Toll Free: (800) 343–0064
Phone: (781) 769–2599
Fax: (781) 769–8763
Web: http://www.silverplatter.com

ERIC Search Worksheet

Note: You can use this worksheet to help you search the ERIC database online. For more information, see Searching the ERIC Database on pages 6–7.

Topic:

Concepts and Descriptors:



Additional Search Restrictions:

(for example, document types, educational level/age group, publication dates)

Glossary

Adjunct Clearinghouses	Clearinghouses that are associated with and contribute to the ERIC system and that have narrower scopes than the 16 major ERIC Clearinghouses. Almost all adjuncts have funding from sources other than the Office of Educational Research and Improvement. Adjuncts are usually affiliated with one of the major clearinghouses and perform many of the same functions.
Boolean Logic	A system, named after the English mathematician George Boole, for symbolizing logical statements by using the operators AND, OR, and NOT. Boolean logic is often used in information retrieval to define the limits of a computer search. The Boolean operator AND finds records containing both terms; OR finds records containing either one or both terms; and NOT finds records containing the first term but not the second.
CD-ROM	Acronym for "compact disk read only memory." These disks can hold up to 250,000 pages of text that can be searched and retrieved using microcomputers. The ERIC database is available in this format from several vendors.
Clearinghouses	Components of the ERIC system that are funded to collect, abstract, and index education materials for the ERIC database; respond to requests for information in their subject areas; and produce special publications on current research, programs, and practices.
Descriptors	Subject terms used to index and search for documents and journal articles in the ERIC database.
Digests	Two-page research syntheses or overviews of education topics.
ERIC Documents (EDs)	Research reports, program descriptions, teaching guides, and other education-related publications that have been abstracted and indexed in *Resources in Education (RIE)* and the ERIC database.
ERIC Journal Articles (EJs)	Education-related articles that have been annotated and indexed in *Current Index to Journals in Education (CIJE)* and the ERIC database.
ERIC Partners	Agencies and organizations with constituencies interested in education that have expressed a willingness to facilitate the exchange of information between ERIC and their constituents.

ERIC Resource Collection A library or other information center that provides individuals with access to the ERIC database and related resources. ERIC resource collections do one or more of the following: provide online or CD-ROM access to the ERIC database; maintain sizable collections of ERIC microfiche; and subscribe to and collect ERIC publications, including *Resources in Education (RIE), Current Index to Journals in Education (CIJE),* the *Thesaurus of ERIC Descriptors,* and/or ERIC Clearinghouse publications.

Identifiers Searchable key words used to index documents and journal articles in the ERIC database. Identifiers are used to index geographic locations, personal names, test or program names, and other concepts not covered by descriptors.

Microfiche A sheet of microfilm containing rows of microimages of pages of printed matter. Approximately 92 percent of the documents abstracted in the ERIC database can be ordered in microfiche from the ERIC Document Reproduction Service and viewed on microfiche readers at libraries that subscribe to the ERIC Microfiche Collection.

Online A function performed with the user in direct contact with the computer, interacting in real time.

Online Vendors Organizations that maintain databases and related software on their computer systems and sell online retrieval time to clients at multiple remote locations.

The U.S. Department of Education

Now that you know all about ERIC, make sure you also learn about all of the programs and services available from the U.S. Department of Education (ED). A great place to start is the Department's main Web site at *http://www.ed.gov*. This dynamic site is updated daily and features sections on:

- **Education Priorities of the President of the United States and the Secretary of Education**—including links to strategies and resources directed at addressing these priorities
- **Funding Opportunities**—including details on available grants and contracts and application procedures
- **Student Financial Assistance**—including the popular *Student Guide to Financial Aid* and *Funding Your Education* and electronic versions of the Free Application for Federal Student Aid (FAFSA)

- **Research & Statistics**—including frequently asked statistical questions and research reports
- **News & Events**—including the latest additions to ED's Web site as well as press releases, newsletters, and other news about ED programs, initiatives, funding opportunities, and events
- **Programs & Services**—including a guide to more than 200 ED programs and a directory of more than 4,000 education resource organizations
- **Publications & Products**—including hundreds of full-text publications from ED, such as newsletters, journals, guides to ED, resource directories, collections of research syntheses, and publications for parents as well as resources on legislation, regulations, and policy guidance
- **ED Offices & Budget**—including guides to ED offices and staff as well as the budget

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202–0498
1–800–USA–LEARN